

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Jessica Plunkett, Network Services Manager

ADDRESS: 4600 Giant Springs Road

CITY: Great Falls

STATE: MT

ZIP: 59405

PHONE: 406-454-5863

EMAIL ADDRESS: jplunkett@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 11, 2013

APPLICATION DEADLINE: Monday, March 4, 2013 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Information Support Specialist

OF POSITIONS: 1

LOCATION(S): Helena

WORK START/END DATES: June 3, 2013 – August 9, 2013

HOURS/WEEK: 30-40

TRAINING/ORIENTATION DATES: June 3, 2013

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC.):

\$12.50/hour

POSITION DESCRIPTION:

Installs, troubleshoots and maintains network and standalone pcs and printers. Installs, troubleshoots and maintains network software including operating systems, shared applications, utilities and upgrades. Installs and maintains Automated Licensing System terminals and printers. Works with users to resolve end user application problems and recommends enhancements. Other duties as assigned.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Undergraduate computer science majors. Network Administration focus.

Ability to multi-task; To communicate effectively, both orally and in writing; Ability to rapidly achieve in-depth understanding of diverse issues and business needs; Ability to determine goals, resource needs and to coordinate and integrate the various components of a complex system; Work independently with little or no direct supervision and only general guidance; Assess complex problems and to exercise sound judgment for analyzing, and appraising, evaluating, and solving difficult problems; Work effectively and efficiently to meet deadlines; Ability to cope with a stressful work environment that consists of complex systems, wide disparity in user abilities and needs, and

significant geographical distances between facilities.

Candidates should possess the following knowledge and skills:

- Knowledge of TCP/IP
- Windows Operating Systems (server/workstation)
- Linux Operating Systems
- PC/Server Hardware (i.e., disk systems, basic components, networking components, etc.)
- Solid knowledge of networking concepts
- Basic understanding of network security and disaster recovery principles
- Advanced knowledge of Microsoft Office Suite and office automation technologies and products
- Basic knowledge of database concepts and theories

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Resume and Cover letter to be sent to contact person listed above.